

MDI PERSONAL ASSISTANT JOB DESCRIPTION

MDI SERVICES



Title: MDI Personal Assistant:

Organisation: Muscular Dystrophy Ireland:

MDI Mission Statement:

Muscular Dystrophy Ireland (MDI) aims to provide information and support to people with neuromuscular conditions and their families through a range of support services.

MDI Personal Assistant General Job Description:

- Working as part of a team to provide the best possible service to our members.
- Working closely with MDI members.
- Providing personal care to member when required.
- Accompanying members with project activities and out in community.
- Assisting members to project events or trips away.
- Developing professional relationships with MDI members including parents.
- Adhere to MDI policies and procedures (see PA Guidelines).
- Adhere to Child First Policies (see MDI Child First Guidelines)
- Available for training as organised by MDI.

Qualifications:

- Adults 18 years of age or older.
- Knowledge of muscular dystrophy or willingness to learn about the condition.
- Time and energy to devote to MDI services.
- The ability to encourage decision making and responsibilities.
- An understanding of empowerment and development of independence.
- The willingness to maintain relationships with members.
- Enthusiasm, patience, and understanding.
- A commitment to MDI mission and core values.

Lines of Communication:

- The PA will report directly to the MDI member they are assisting.
- The PA may report directly to the Respite Co-ordinator if there is any issue that she/he feels should be brought to the attention of the Respite Co-ordinator.

Orientation and Induction:

- Meet with MDI representative in area e.g. Respite Co-ordinator/FSW/YRW.
- Information on MDI and services available.

- Information on neuromuscular conditions.
- Inform new PA on MDI Respite Project.
- Introduce the person to the group programmes.
- Give feedback on strengths and weakness.
- Encourage the person to express their ideas and suggestions.
- On-going supervision and training.

Benefits:

- Experience working with members with neuromuscular conditions.
- Training e.g. Child First Policies, First Aid, Manual Handling, Disability Awareness, and Personal Care Skills.
- Reference

Confidentiality:

During your employment with Muscular Dystrophy Ireland you may acquire certain confidential information. Information considered confidential includes:

- Personal and/or private information relating to colleagues, individual members and groups/organisations – any person/group with whom the organisation has contact.
- Information relating to the current or planned activities of the organisation;

Confidential information must not be used for personal gain, nor made known to any person, firm, company or other organisation whatsoever, unless authorised by the CEO, or required by your duties under your employment contract.

All confidential records, documents and other papers, together with any copies or extracts thereof, shall be the property of the organisation and must be returned to the organisation on the termination of your employment. The requirement for confidentiality extends beyond the period of your contract with Muscular Dystrophy Ireland.

Confidentiality must be maintained in respect of all issues and people involved in concerns about abuse. However, the legal principle that the welfare of the child/vulnerable adult is paramount means that consideration of confidentiality should not be allowed to override the right of children / vulnerable adult to be protected from harm. A guarantee cannot be given to a person, providing information relating to concerns about or knowledge of abuse, that the information received will be kept absolutely confidential. All information should be treated in a careful and sensitive manner and should be discussed only with those who 'NEED TO KNOW'. The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection (MDI Children First Policy, pg. 8).

Applications to:

Respite Coordinator, Muscular Dystrophy Ireland,
75 Lucan Road, Chapelizod, Dublin D20 DR77. Email: info@mdi.ie